

## **STUDENT WORKER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Student Worker exists is to perform a variety of routine entry-level work of limited complexity, which follows well-established procedures in departments citywide. This classification does not supervise. Work is performed under close supervision by assigned staff. Student Worker is distinguished from Intern by the requirement of the latter to have completed or be enrolled in a professional degree program in the field of assignment.

### **ESSENTIAL FUNCTIONS**

Sorting and filing material alphabetically, numerically and/or by other predetermined categories, and retrieving filed material

Reproducing material on copy equipment

Collating materials

Simple data-entry

Assist individuals in person and answer telephone inquiries providing general department or City information screening calls when necessary and routing them to proper employees.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Basic office etiquette

##### Ability to:

Understand and follow verbal and written instructions

Develop some skill in the operation of common equipment incidental to assignments

Establish and maintain effective working relationships with other employees and the general public

Operate a variety of standard office equipment as needed

Maintain regular consistent attendance and punctuality

#### **Education & Experience**

Any combination of education and experience sufficient to perform the duties of the assignment.

FLSA Status: Non-exempt

HR Ordinance Status: Classified